



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

IN REPLY REFER TO
NAVAIRINST 1800.1C
AIR-721
20 Jul 1983

NAVAIR INSTRUCTION 1800.1C

From: Commander, Naval Air Systems Command
To: Deputy Commanders, Assistant Commanders, Comptroller
Command Special Assistants, Designated Project Managers,
Project Coordinators, and Office and Division Directors

Subj: Policy concerning ceremonies and letters for retiring
officer personnel

Ref: (a) MILPERSMAN Article 3810200 (NOTAL)

Encl: (1) Sample Retirement Letter
(2) Sample Transmittal Letter to Reporting Senior
(Field Retirements)
(3) Sample Background Brief

1. Purpose. This instruction establishes the policy and guidelines for the conduct of retirement ceremonies in compliance with reference (a). Also, it provides guidance in the preparation of retirement letters incident thereto.

2. Cancellation. This instruction supersedes NAVAIR Instruction 1800.1B of 21 March 1975. Since this is a major revision changes have not been indicated.

3. Policy. The transfer of officers assigned to the Naval Air Systems Command Headquarters (NAVAIR HQ) to the retired list shall be preceded by appropriate ceremonies designed to express the Navy's appreciation for the many years of faithful and honorable service they have devoted to their country. Such ceremony shall be commensurate with the wishes of the retiree and shall include the presentation of a retirement letter.

4. Guidelines

a. Ceremony. On a day convenient to all concerned, preferably the last working day preceding the day on which the officer is to be transferred to the retired list, an appropriate retirement ceremony may be held. The ceremony should include the assembly of friends and co-workers, at which time the Commander or appropriate superior (deputy commander, assistant commander, or division director) will cite awards, commendations, and other career highlights, and make such remarks in bidding farewell as are appropriate. The retiring officer may select any one of the following locations for his/her ceremony:

(1) Commander's Office. If the retiring officer prefers to have the ceremony held in the Commander's office, the appropriate superior will contact the Secretary to the Commander (AIR-00S) ten days prior to the retirement date, to schedule the ceremony. AIR-00S will arrange with the Public Affairs Officer (AIR-07D) for the services of a photographer and for the preparation of a news item for the news media of the retiree's hometown.

(2) Regular Working Area. If the retiring officer prefers to have the ceremony held in his/her regular working area, every effort should be made to accommodate his/her wishes. In this case, the appropriate superior will arrange with AIR-07D for the services of a photographer and for the preparation of a proper news release, and will present the retirement letter.

(3) Commandant Naval District (COMNAVDIST) Washington. The COMNAVDIST Washington, conducts monthly retirement ceremonies for officers in the grade of Captain and below. COMNAVDIST Washington promulgates monthly notices giving time, date, place, uniform, and coordinating officers for retirement ceremonies. If the retiring officer wishes to participate in the COMNAVDIST Washington retirement ceremony, the operations office, COMNAVDIST Washington, telephone number 433-2384, will be contacted by the retiring officer's superior for arrangements. COMNAVDIST Washington requires that a Command representative be present, therefore, the retiring officer's superior will designate an officer of comparable rank to represent NAVAIR HQ at the ceremony. In addition, the retiring officer's superior will coordinate with AIR-07D for photographer and the proper news release.

b. Retirement Letter. A retirement letter, to be presented to the retiree, shall be prepared by the appropriate assistant commander's office for the signature of the Commander. This letter is to express the pride and appreciation NAVAIR HQ has in the retiree for his/her contributions and accomplishments to the Command, to the Navy, and to his/her country. It should be a letter to make the retiring officer proud to have served in the U. S. Navy, and proud of his/her own accomplishments during his/her service. Because many officers desire to frame such letters, it should not exceed one page in length. A sample letter is attached as enclosure (1). Retirement letters are not simply a recital of the officer's assignments, but rather a brief of his/her career, highlighting those assignments that are most significant to NAVAIR and to the officer. Therefore, drafters are encouraged to use originality and to personalize the letter with friendliness and warmth. A similar letter shall be prepared, for signature by the Commander, Naval Air Systems Command (COMNAVAIR), for each commanding officer or officer-in-charge of a NAVAIR managed field activity who is being transferred to the retired list. In these cases, a transmittal letter on

the Commander's personal stationery to the officer's regular reporting senior is required. Enclosure (2) is a sample of a transmittal letter. When appropriate, the cognizant assistant commander shall prepare a retirement letter for other officers assigned to such field activities who have made major contributions to NAVAIR. Retirement letters will be prepared neatly and without erasures.

c. Background Brief. A background brief, containing biographical information on the retiree, shall accompany the retirement letter to provide the Commander with additional information. Enclosure (3) is a sample background brief. In absence of direct knowledge of the retiree's history, it may be necessary to contact his/her associates as well as his/her service record located at the Personnel Support Activity Detachment Crystal City, Crystal Mall 3, room 100, telephone number 694-2196/7. A copy of the background brief shall be furnished to AIR-07D.

d. Submission of documents. Retirement letters and background briefs for officers assigned to NAVAIR HQ shall be forwarded via the Military Manpower Plans and Programs Division (AIR-721). AIR-721 will review for format and forward it to the Commander (AIR-00) for signature. Letters shall be processed to arrive in the office of AIR-00 fifteen days prior to the date of the retirement ceremony. Retirement letters for officers assigned to field activities shall be processed in the same manner and in ample time to permit forwarding and prompt arrival for the retirement ceremony at the field activity. To prevent smudges, finger marks, and creases, the retirement letter and background brief shall be forwarded in a file folder with NAVAIR Form 5216/13, Outgoing Mail Record Naval Air Systems Command (AIR-00/09), properly identified as to its contents and purpose.

5. Action. Addressees shall establish and maintain a system that will ensure compliance with the policy set forth above; and shall personally involve themselves in the preparation of the retirement letters and accompanying background brief.

6. Forms. NAVAIR Form 5216/13, Outgoing Mail Record Naval Air Systems Command (AIR-00/09), is available from the NAVAIR HQ Forms Stock Room.

R.B. Curtis

R. B. CURTIS
Director, Administrative Policy
and Programs Directorate

Copy to:
(See page 4)

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SAMPLE RETIREMENT LETTER

Commander John D. Shore, USN
Naval Air Systems Command
Department of the Navy
Washington, D. C. 20361

Dear Commander Shore:

Your retirement from active service marks a milestone in an outstanding career of loyal and faithful service to the United States Navy. You may look back with justifiable pride and satisfaction on the excellent record you have compiled and the many contributions you have made during your career of more than twenty-two years.

During your naval career you served in a variety of assignments in widely separated parts of the world in a most exemplary manner. Your assignments have been more interesting and challenging than usual, including service both ashore and afloat as pilot, instructor, executive officer, and commanding officer of various air activities and squadrons. It is noteworthy that you were awarded the Air Medal with Gold Star and Commendation Ribbon with Combat Medal Pendant for your outstanding aerial achievement and performance of duty during the Korean conflict. In your present assignment, you have been charged with the responsibility for expanding aeronautical depot capability to keep pace with an urgent and growing requirement for support of aircraft in our operational forces. In these difficult times, you have discharged your responsibilities in a manner which reflects credit upon you and the naval service. Your professional knowledge, diligence and dedication to duty have contributed greatly to the success of naval aviation.

On the occasion of your retirement, I extend to you sincere appreciation for your many years of service in the Navy and in particular for your outstanding performance of duty in the Naval Air Systems Command. I wish you success and good luck in your future endeavors.

Sincerely,

Enclosure (1)

SAMPLE TRANSMITTAL LETTER TO REPORTING SENIOR (FIELD RETIREMENTS)

(Date)

Dear (First name):

I am enclosing a personal letter of appreciation to
----- on the occasion of his/her
retirement. I trust that you will be able to present this
to him/her in person; but in case that is not convenient
for you, please designate an appropriate officer to present
it in my behalf.

With best regards.

Sincerely,

Rear Admiral ----- USN
----- (title) -----
----- (address) -----

Enclosure (2)

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Awards/Decorations:

Good Conduct Medal

American Defense Service Medal

National Defense Service Medal

Victory Medal WWII

Description of Present Billet (Complete if Honoree wants to participate in the AIR-00 Awards/Retirement Ceremony)

Privacy Act Statement:

Authority 5 USC 301 Departmental Regulation

PURPOSE: To provide the Command and the Public Affairs Office (AIR-07D) with specific information concerning personnel receiving awards.

ROUTINE USE: Commander would use in regards to Awards Ceremonies.

DISCLOSURE IS ENTIRELY VOLUNTARY